

# Time Management

Indiana Department of Workforce Development  
Case Management Webinar



# Introduction

## ✓ HOW ARE YOU SPENDING YOUR TIME?

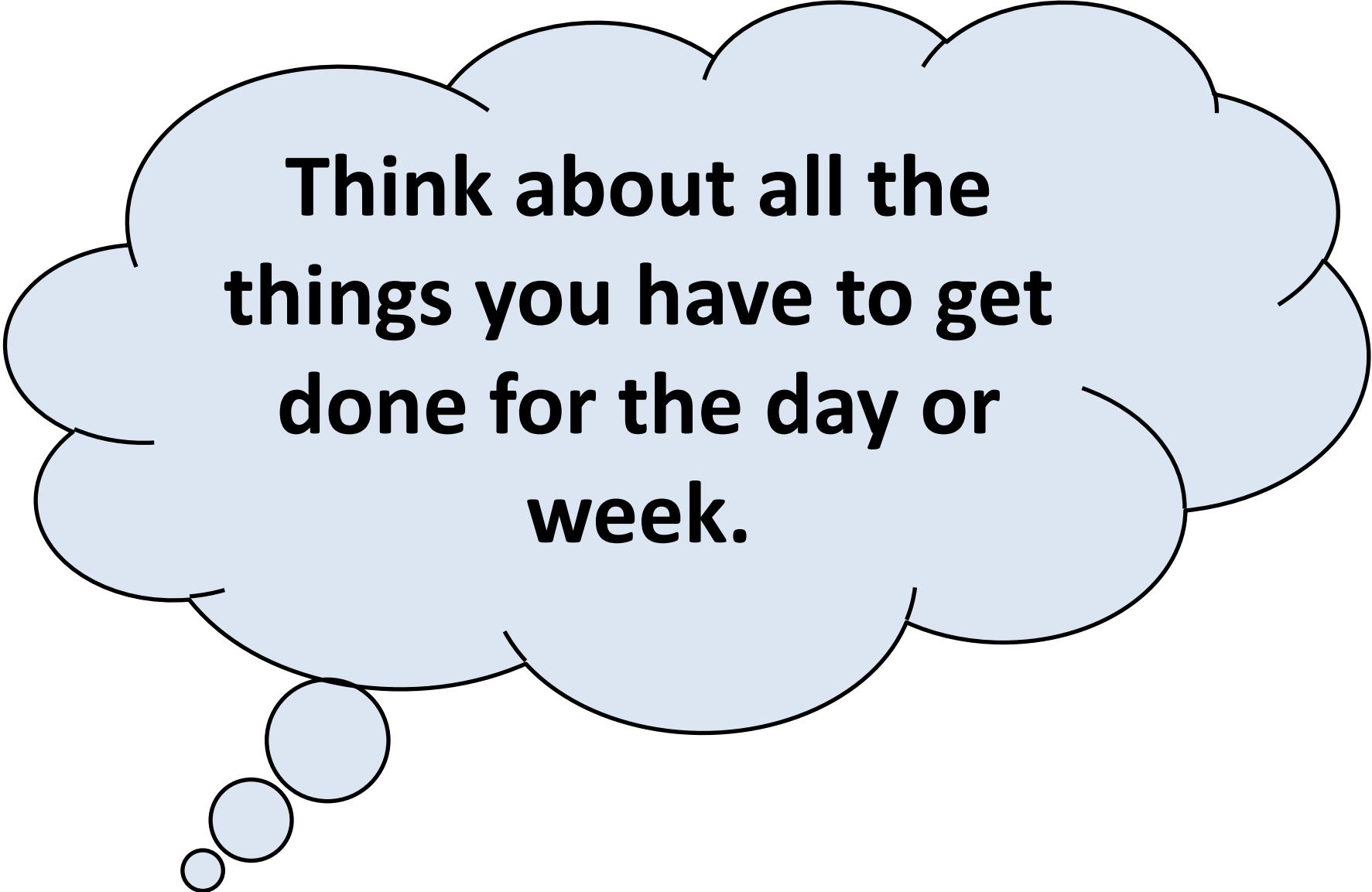
- Think about how you CURRENTLY spend your time
- Explore common barriers to effective time management

## ✓ HOW SHOULD YOU BE SPENDING YOUR TIME?

- Importance of developing an effective time management system
- Develop task list and establish priorities

## ✓ HOW CAN YOU MAXIMIZE YOUR TIME?

- Best practices and tips for improving time management



**Think about all the  
things you have to get  
done for the day or  
week.**

We can not  
manage time....  
We can manage  
ourselves,  
others, work  
and our  
relationship to  
time.



# Time Management

- ✓ Set of common sense skills that help you use your time in the most efficient way possible
- ✓ The predictable control an individual can exercise over a series of events.



# Benefits of Developing Time Management Skills



Allows you to  
use time  
constructively

Ensures time  
is spent on  
results-  
producing  
activities.

Increases  
effectiveness  
and  
maximizes  
efficiency

Lowers stress  
and  
frustration

# HOW ARE YOU SPENDING YOUR DAY?



- Feeling Frazzled?
- Always running from one task to the next?
- Never getting anything done?
- Too much to do....Never enough time to do it?

# HOW ARE YOU SPENDING YOUR DAY?

- It is important to explore current actions and behaviors that may be potential time management ***“pitfalls”***.
- These are places where you are likely losing efficiency- resulting in ***loss of productivity, missed deadlines, increased stress and frustration.***



# Common Barriers to Effective Time Management

No Alternative  
Plans

Unclear  
Planning or  
Priorities

Lack of  
Flexibility

Interruptions

Inability to Say  
No

Procrastination

External  
Factors

# Possible “Time Wasters” include:



# HOW SHOULD YOU BE SPENDING YOUR TIME?

Developing an Effective Time Management System-  
H.U.G. Principle

## H- Handy

- Your system should be easily accessible and easily transportable

## U-Usable

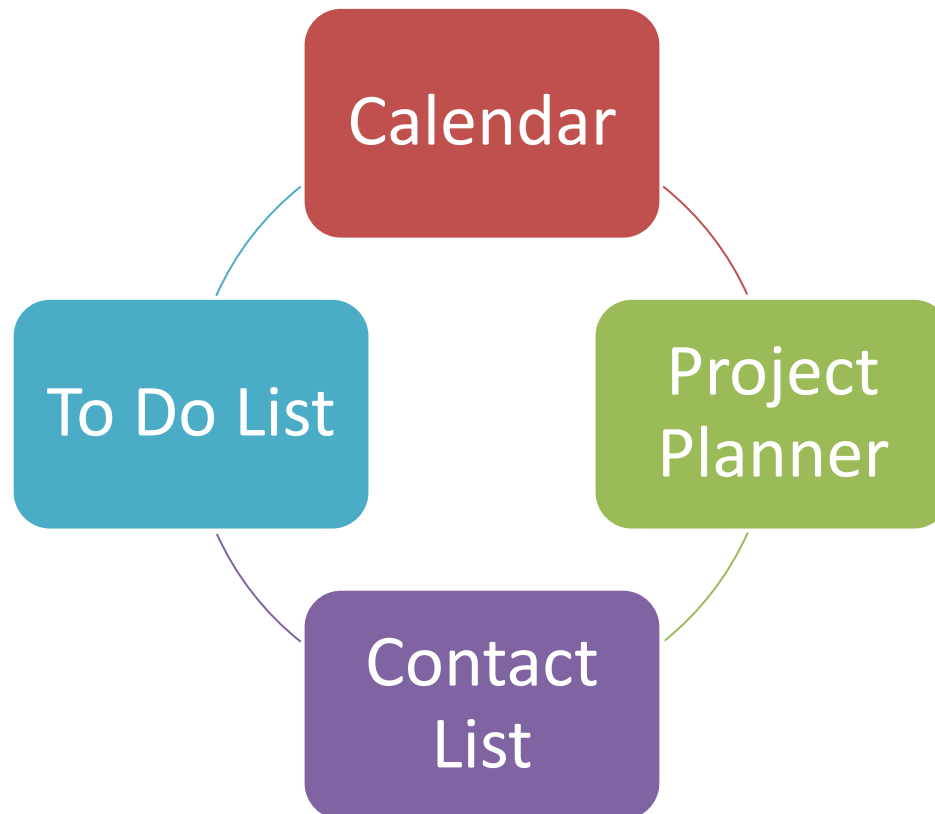
- Combine both personal and professional obligations to proactively avoid conflicts
- Your system should adhere to your style and preferences.

## G-Garbage Free

- Information should remain organized and free of clutter including unneeded information, small bits of paper etc

# HOW SHOULD YOU BE SPENDING YOUR TIME?

Developing an Effective Time Management System



Whatever system you use-  
***personalize*** and ***tailor*** it to  
your own needs.

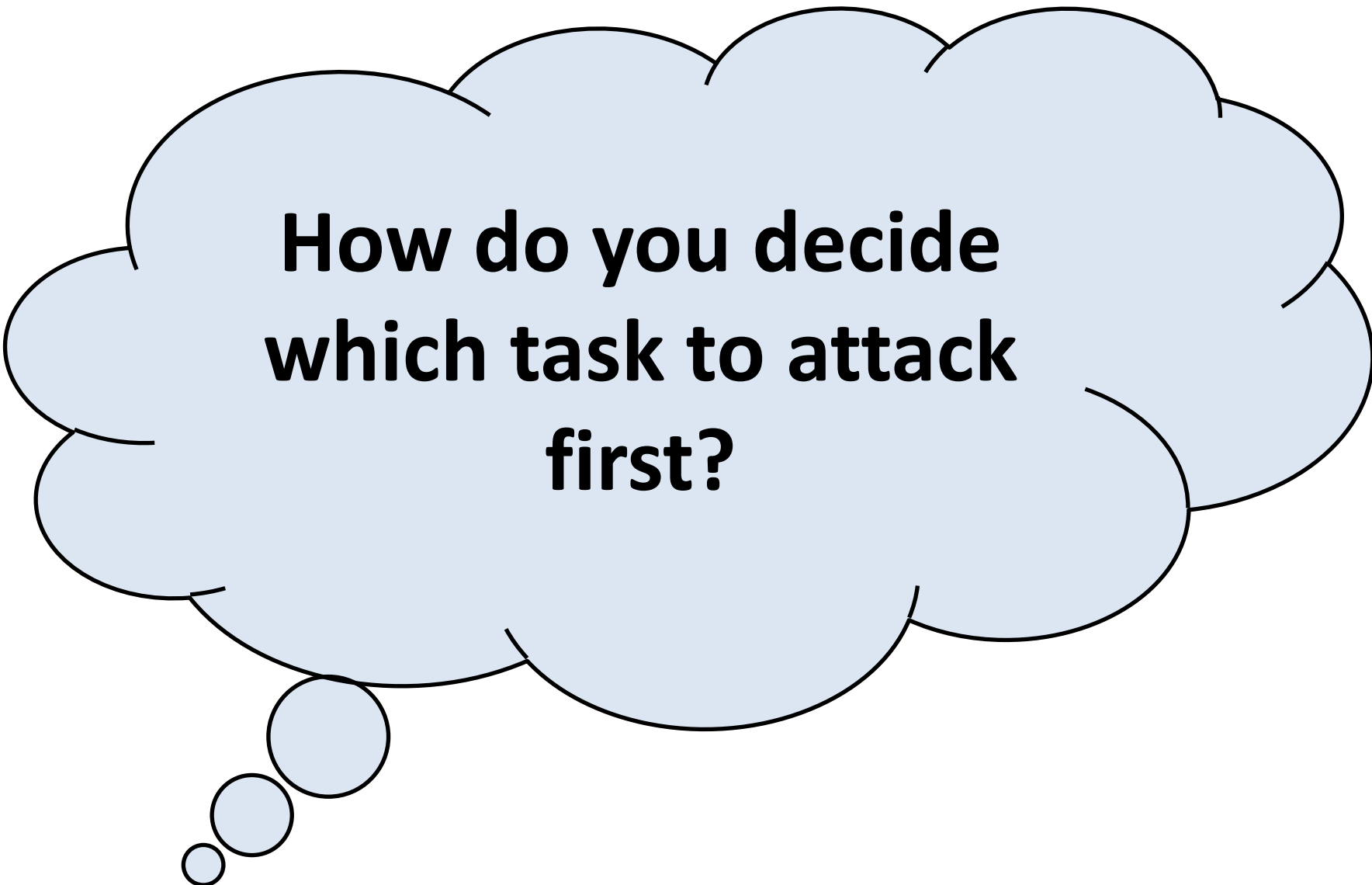
The most important part  
of any system is using it –  
***constantly and***  
***consistently***



# Identifying Required Tasks



- Required tasks can be developed from goals that you have set.
- These tasks can then be prioritized according to urgency and importance.



**How do you decide  
which task to attack  
first?**

# Setting Priorities

- Determine which projects and tasks are actually important and which can be postponed or dropped.
- Start setting priorities by ranking tasks in order of **value** and **urgency**.





# Setting Priorities-

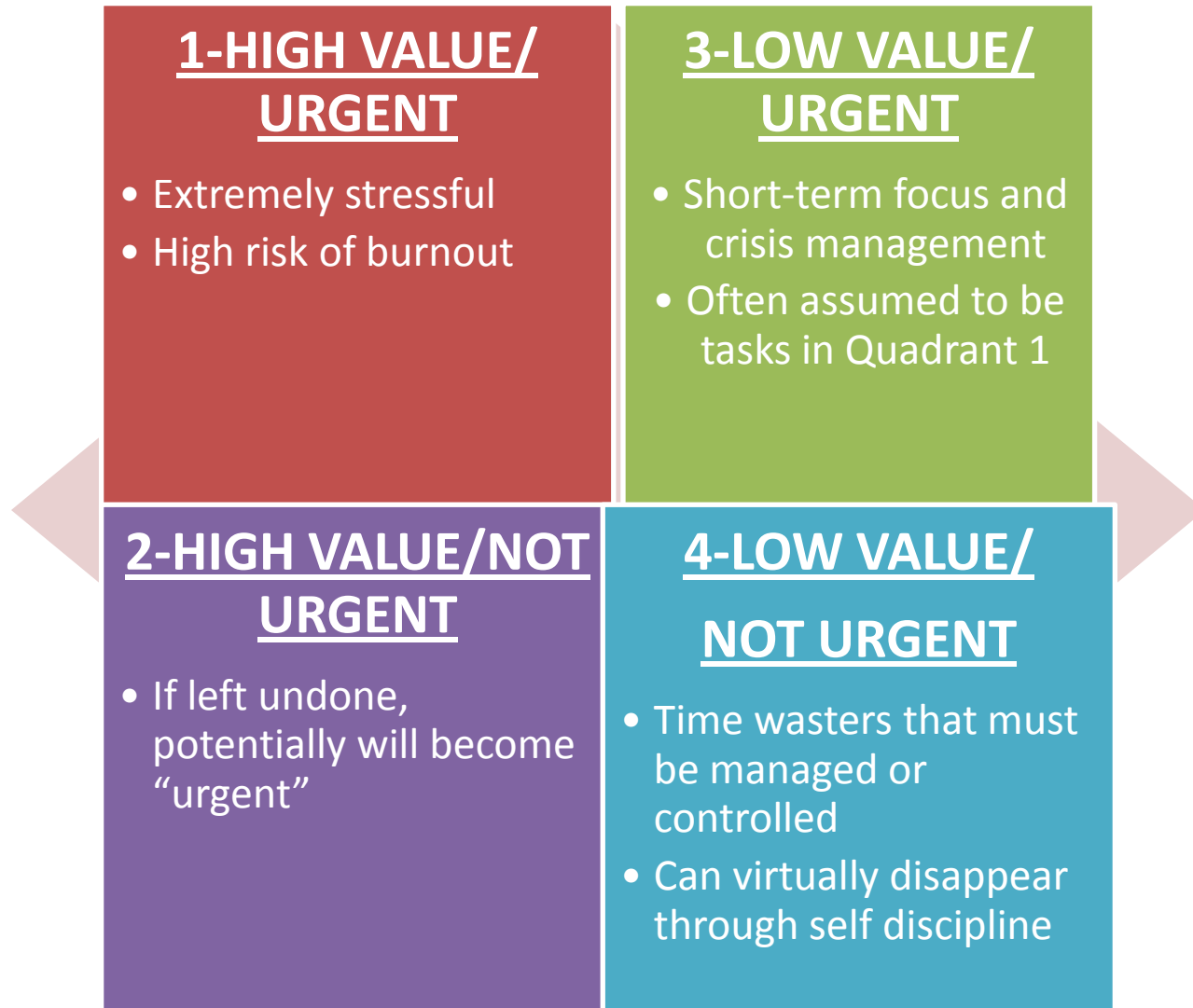
## Value and Urgency

Urgency	<p><b>1</b>      <b>HIGH VALUE/ URGENT</b></p> <p><b><u>“Do it now.”</u></b></p> <ul style="list-style-type: none"> <li>•Customer interruptions               <ul style="list-style-type: none"> <li>•Crisises</li> </ul> </li> <li>•Deadline-driven projects</li> </ul>	<p><b>3</b>      <b>LOW VALUE/ URGENT</b></p> <p><b><u>“Gotta minute?”</u></b></p> <ul style="list-style-type: none"> <li>•Unnecessary reports</li> <li>•Some mail and phone calls               <ul style="list-style-type: none"> <li>•Drop-in visitors</li> </ul> </li> <li>•Other people’s pressing matters</li> </ul>
	<p><b>2</b>      <b>HIGH VALUE/ NOT URGENT</b></p> <p><b><u>“I really should...”</u></b></p> <ul style="list-style-type: none"> <li>•Long term planning</li> <li>•Customer needs assessments               <ul style="list-style-type: none"> <li>•Appointments</li> </ul> </li> <li>•New opportunities               <ul style="list-style-type: none"> <li>•Training</li> </ul> </li> </ul>	<p><b>4</b>      <b>LOW VALUE/ NOT URGENT</b></p> <p><b><u>“I really shouldn’t..”</u></b></p> <ul style="list-style-type: none"> <li>•Busywork</li> <li>•Trivial assignments               <ul style="list-style-type: none"> <li>•Time wasters</li> </ul> </li> <li>•Phone calls               <ul style="list-style-type: none"> <li>•Intenet</li> </ul> </li> </ul>

Value

# Setting Priorities-

## Value and Urgency



# Setting Priorities- Value and Urgency

- It is important to set aside time for Quadrant 2 tasks (*High Value/Not Urgent*)
    - Concentrate on prevention and preparation
    - Avoid allowing those tasks to become high-stress “High Value/Urgent” situations
    - Proactively saying “no” to time wasters and procrastination and saying “yes” to task at hand
- \*It is crucial to examine how we are spending our time and establish clear priorities to ensure all tasks are completed effectively and efficiently.***

# Examine and Organize Priorities

Proactively planning where to concentrate the majority of our time results in:

- ✓ Fewer crises
- ✓ Less stress and frustration
- ✓ Greater sense of balance
- ✓ Discipline
- ✓ Control





**How can we maximize  
our time?**



# Time Management Best Practices

- Identify and organize project goals, tasks, and deadlines.
- Plan for 1 minute. This will save you 4-5 minutes in the long run.
- Break larger tasks into multiple smaller ones.



# Time Management Best Practices

- Identify priorities and spend your time according to those priorities. Use the tools you have available.
- Log your activities to track where your time is actually being spent.
- Limit interruptions.



# Time Management Best Practices

- Look ahead, plan for the unpredictable, and be sure to have alternative plans (Plan B).
- Use down-time wisely.
- Find your individual motivation and focus.



# QUESTIONS?



# Training Reference, Reflections and Exercises

<b>Time Management</b>	Manual Pages 134-166
<b>Online Materials</b>	<a href="http://in.gov/dwd/WorkOneProfessionalDevelopment.html">http://in.gov/dwd/WorkOneProfessionalDevelopment.html</a>